

JOB TITLE: Human Resources Director

HR/1

DEPARTMENT: Human Resources, Rutherford County

JOB SUMMARY: This position is responsible for directing and overseeing the human resource function of the county government.

MAJOR DUTIES:

- o Develops, plans, and implements goals and objectives, policies and priorities of the human resources functions.
- o Performs professional level duties in the areas of recruitment and selection, classification and pay, employee relations, benefits program development, worker's compensation, and personnel issues and problems.
- o Supervises the personnel functions through administrative staff including employment screening and referral, employee orientation and exit interview programs, personnel actions processing, and benefits enrollment.
- o Develops and recommends personnel programs and policies; researches existing and new programs for alternative and innovative proposals; seeks legal advice, as necessary.
- o Advises the County Manager on personnel related issues; confers with department heads on policy issues and interpretation; advises employees on personnel policy and program matters.
- o Administers the classification and pay system; reviews requests for new positions and allocates to existing classification plan or recommends new classes within the plan structure; coordinates employee performance appraisal program.
- o Supervises personnel records management system.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of public human resource management policies, principles, and practices.
- o Knowledge of employment law and its application in a government organization.
- o Knowledge of public administration.
- o Knowledge of relevant county ordinances.

- o Knowledge of state and federal laws and reporting requirements related to personnel functions.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of pay and benefits systems.
- o Knowledge of department rules, regulations, policies, and procedures related to personnel processes.
- o Skill in problem solving and decision making.
- o Skill in performing mathematical calculations.
- o Skill in utilizing a personal computer and various word processing and database software applications.
- o Skill in utilizing such office equipment as a typewriter, calculator, copier, and facsimile machine.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Manager assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include county ordinances, state and federal laws governing personnel functions, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department and county guidelines.

COMPLEXITY: The work consists of varied administrative and supervisory duties in managing personnel functions for the county government. The complexity and variety of personnel issues to be addressed contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage the human resource function for the county government. Successful performance helps ensure the efficiency of county personnel processes and the adherence of county operations to federal and state requirements.

PERSONAL CONTACTS: Contacts are typically with co-workers, department heads, other county employees, elected officials and advisory board members, state and federal agency personnel, attorneys, vendors, consultants, representatives of non-profit organizations, media representatives, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, motivate personnel, resolve problems, provide services, and negotiate or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, with intermittent standing or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Human Resources Specialist (1) and Administrative Clerk (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.